

IOWA JUDICIAL BRANCH

JOB OPPORTUNITY BULLETIN

Date June 15, 2016

Position Title: **Official Certified Shorthand Reporter**

Location: **Pottawattamie County,**
Council Bluffs, IA - Official Domicile
Will travel to the following counties: Audubon, Cass, Fremont, Harrison, Mills, Montgomery, Page, Pottawattamie and Shelby

Salary: Pay Grade 30, \$50,793.60 annually, State of Iowa benefits package

Minimum Qualifications: Graduation from high school (GED); graduation from a school of court reporting with courses including legal and medical terminology, English, typing and law. Certification as a court reporter by the Iowa Board of Shorthand Reporters preferred. Must be certified as a court reporter by the Iowa Board of Shorthand Reporters or obtain certification within six months of date of hire.

Duties: This position is under the direct supervision of Judge Mark Eveloff, but may be assigned to any judge in the district as determined by the chief judge designee. The reporter will record court testimony via standard methods, prepare transcripts and provide general office and clerical support for the Court.

How to Apply: All applicants must complete the "Iowa Judicial Branch Application for Employment" available at: [www.iowacourts.gov/Administration/Career Opportunities/](http://www.iowacourts.gov/Administration/Career_Opportunities/). In addition, the applicant must submit **a resume and cover letter**.

Kent Wirth, District Court Administrator
227 South Sixth Street
Pottawattamie County Courthouse, Rm 416
Council Bluffs, IA 51502

The Iowa Judicial Branch Application for employment, resume and cover letter may be emailed to angela.collinson@iowacourts.gov

Closing Date: July 1, 2016

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